

Chapter 7
RECORDING OF OCCUPATIONAL INJURIES AND ILLNESSES
OF NAVY PERSONNEL

701. RECORDING PROCEDURES (CIVILIAN). All Navy commands, offices and activities (less Marines Corps) having civilian personnel (Navy Federal Civilians, Navy Non-Appropriated Fund Civilians and Navy Foreign National Civilians) attached and a Unit Identification Code (UIC) per NAVCOMPT Manual Volume 2, Chapter 5 (NAVSO-P-1000-35) shall:

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a. Maintain a log of occupational injuries and illnesses to provide a quick and current view of workplace safety and health throughout the activity. The format shown in Appendix F, or one with at least the same 12 data elements shall be used for the log. The log may be maintained in a computerized format. All on-duty mishaps involving Navy federal civilian personnel, Navy non-appropriated fund civilian personnel, and Navy foreign national civilian personnel are to be recorded. Within six working days after receiving information on a recordable occupational injury or illness, appropriate information concerning such injury or illness shall be entered on the log. For Navy civilian employees who are covered by the Federal Employees' Compensation Act (FECA), any occupational injury, illness or fatality reported on a Form CA-1, CA-2 or CA-6 to the Office of Workers' Compensation Programs (OWCP) shall also be recorded on the log. Similarly, for Navy civilian employees who are covered by the Longshoreman and Harbor Workers' Compensation Act, any mishap reported under that system shall also be recorded on the log. Compensation claims controverted or otherwise challenged by the activity shall be logged and treated as work-related until adjudication of the claim.

b. In addition to the log of occupational injuries and illnesses; each activity shall maintain a supplementary record for each occupational injury, illness or fatality entered on the log. The applicable compensation form may be used as the supplementary record. In those cases where the injured employee is not covered by FECA, the activity's local mishap report will suffice as the supplementary record. If an occupational injury or illness meets the reporting requirements of this instruction, a copy of the mishap report submitted to the Naval Safety Center shall be a part of the supplementary record. Retain logs and supplementary records for five years following the end of the fiscal year in which they relate.

Note: Activity safety managers shall coordinate with the Civilian Personnel Office (CPO) and/or Consolidated Civilian Personnel Office (CCPO) to ensure that they receive a copy of applicable compensation forms filed with the CPO or CCPO. Where compensation forms are used as supplementary records, copies shall be maintained in the safety and occupational health office.

c. Complete and forward a copy of Appendix I, "Quarterly Report of Navy Civilian Occupational Injuries and Illnesses," 20 days following the close of each quarter to:

Commander
Naval Safety Center (Code 50)
Naval Air Station
Norfolk, VA 23511-5796

A) The report is a summary of the information recorded on the Log of Navy Injuries and Occupational Illnesses and exposure data. The report must be submitted with population and total hours worked (exposure data) even though no occupational injury or illness is experienced during the reporting period. Activities with an assigned UIC with 10 or less civilian personnel may be consolidated with their parent command. The consolidated report shall indicate all UICs represented in the report. Any change to quarterly reports should be accomplished by a complete resubmission of the report for the period concerned during the reporting year. The resubmission should be clearly marked, "Modified Report" and dated.

Note: No quarterly report is required for military personnel.

A) d. Each Navy activity having civilian personnel attached shall, on a fiscal year basis, compile an annual summary of occupational injuries and illnesses. The summary shall be based on the log of occupational injuries and illnesses. The summary shall be posted in a conspicuous space not later than 45 days after the close of the fiscal year and left in place for at least 30 days. The form in Appendix I can be used for this purpose. Do not send a copy of the annual summary to the Naval Safety Center.

R) e. Quarterly All-Navy Listings. Thirty to 45 days after the end of a quarter, the Naval Safety Center produces a computer listing showing the quarterly report data and frequency rates for each activity by quarter for the year to date. That listing also shows totals for Echelon II and III commands, and all-Navy totals. Frequency rates are computed on the basis of formulas in ANSI Z16-4 1977

"Uniform Recordkeeping for Occupational Injuries and Illnesses." The frequency rate is the number of cases per 200,000 work hours of exposure.

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$$\text{Frequency} = \frac{\text{No. of recordable cases} \times 200,000}{\text{Total Hours Worked}}$$

f. All-Navy Listing Distribution. The statistical listing referred to in paragraph 701e above is distributed to major commands for further dissemination to subordinate commands or other users as appropriate. Individual activities may also obtain those data by contacting the Naval Safety Center.

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702. RECORDING PROCEDURES (MILITARY). Navy shore activities with military personnel attached shall maintain a log as described in paragraph 701a for military personnel, with on-duty and off-duty mishaps recorded separately. For forces afloat, the requirement of the log can be met by the safety officer maintaining a file of the Injury Report form depicted in Appendix A6-B of OPNAVINST 5100.19B - NAVOSH PROGRAM FOR FORCES AFLOAT.